

CODIB-ISC-D-5

10 July 1959

MEMORANDUM FOR: Chairman, CODIB Working Group on the Intelligence Subject Code.

SUBJECT : Revised Intelligence Subject Code Entry Arrangement and
Printing Style.

1. Attached are examples of entry arrangement and printing style for consideration in connection with the revised ISC. It is anticipated that the revised ISC will be photo offset printed. The examples were prepared on an IBM Executive typewriter with bold face type. These photostat copies are reduced in size by one third.

2. Entry Arrangement

The entry arrangement is the same in all of the attached examples. It consists of:

- a. Subject Heading
- b. Definition of subject heading, as applicable, indented under heading.
- c. Scope note, as applicable, under definition separated by a space and at the same indentation.
- d. Cross references, as applicable, indented under scope note and separated by a space. The cross reference style shown here (For -----, see -----) is very simple and direct and does away with the need for distinguishing between see and see also references.

3. Printing Style

- a. Indentation - The indentation between main classes, class subdivisions, and annotations is the same in all examples except 4 in which case less indentation was used between the classes and class subdivisions.
- b. Class headings (e.g., Geophysics) - Class headings should stand out more than all other elements, therefore, in all examples the letters are capitalized and the headings are underlined.

F-O-R O-F-F-I-C-I-A-L U-S-E O-N-L-Y

F-O-R O-F-F-I-C-I-A-L U-S-E O-N-L-Y

CODIB-ISC-D-5

-2-

- c. Class subdivisions - Should be emphasized, but should have less emphasis than class headings. In most of the examples (1-4), they have been underlined. For added emphasis the letters have been expanded in the first three examples. The use of all capital letters in example 5 appears to give too much emphasis and the lack of underlining in example 6 does not give enough emphasis. First letter of each word in the class subdivisions should be capitalized.
- d. Definitions, scope notes, and cross references - The same style has been used on all examples. The first letter of the first word in all sentences and phrases has been capitalized. The various elements have been set off by the use of indentation and spacing.
- e. Notation - The first three examples illustrate notation entry styles. In example 1 the full notation is given only for main classes and at the top of every page and the notation is not indented. In example 2 the complete notation is given for each subject and the notation is indented with the hierarchic subject indentation. In example 3 the complete notation is given for each subject, but the notation is not indented.

25X1A



Attachments as stated

F-O-R O-F-F-I-C-I-A-L U-S-E O-N-L-Y